



National Park Service - Southwest Alaska Network
Inventory & Monitoring Program

**Specifications for Distribution of Reports for the
Inventory and Monitoring Program**

Southwest Alaska Network

National Park Service
Southwest Alaska Network Inventory & Monitoring Program
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<http://www.nature.nps.gov/im/units/swan/>

Revisions:

January 2006	Updated addresses for libraries, per Greg Dixon, AKRO.
December 2004	Guidelines were reviewed by SWAN staff. Link to FOIA added. Finalized for SWAN purposes.
December 2003	Original version – draft version for region.

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Introduction

Once Inventory and Monitoring Program reports are completed, they should be made available to the public and other interested scientists.

What information may be distributed?

- Any report receiving a Report Series Number (see “Specifications for Report Series Numbering for the Inventory and Monitoring Program, Alaska Region”).
- Any report qualifying under the Freedom of Information Act (5 USC 552). The Department of the Interior’s revised FOIA regulations and the Department’s Freedom of Information Act Handbook can be accessed at <http://www.doi.gov/foia/> for further information.

What to include with the report

Send a cover letter with the report. The cover letter should include any citation information that is not already stated on the report, such as keywords, abstract, author, date, and place of publication. The cover letter should provide any additional specifications the library may require or desire (as noted below).

Distribution:

Required:

Copies:	Mail To:
1	Each park the report pertains to. Mail in care of the Resource Chief.
1	Each Network the report pertains to. Mail in care of the Network Coordinator. Note: Send hardcopy and electronic Word/support documents. Electronic reports will be made available through a website/bibliographic database.
1	Each park or network’s archive. Mail in care of the curator.
4	Alaska Resources Library and Information Services (ARLIS) Suite 111, Library Building Anchorage, Alaska 99508 Notes: <ul style="list-style-type: none">• Send PDF file or URL where the document may be found.• Request notification of ARLIS catalog number when the report has been cataloged. This returned information may be forwarded to the Network Data Manager or Regional Editor. It will be used to update the NPS bibliography

	(NatureBIB).
2	<p>UAA Consortium Library Government Documents 3211 Providence Drive Anchorage, Alaska 99508-4302</p> <p>Contact: Marsha Callaway, Government Documents (907)786-1974</p> <p>Notes: ARLIS does the cataloging, while they add the location of their copy.</p>
1	<p>National Park Service, Technical Information Center C/O: Roberta Beer 12795 West Alameda Parkway PO Box 25287 Denver, Colorado 80225</p> <p>Note: Send contact information about the author. Send the name of the park and the PMIS number associated with the project, if applicable.</p>
2	<p>Alaska State Library Attn: Government Publications PO Box 11071 Juneau, Alaska 99811-0571 (907)465.2920</p>

Suggested:

Mail only to those who would be interested:

Copies:	Mail To:
1	<p>US Forest Science, Library 2770 Sherwood Lane, Suite 2A Juneau, Alaska 99801-8645</p>
1	<p>Auke Bay Laboratory, Library DOC, NOAA, NMFS 11305 Glacier Highway Auke Bay, Alaska 99801-8626</p>
1	<p>Arctic Bibliographer, UAF Elmer E. Rasmusen Library P.O. Box 756808 Fairbanks, Alaska 99775-6800</p>
1	<p>Institute of Arctic Biology, Library University of Alaska PO Box 7000 Fairbanks, Alaska 99775-7000</p> <p>Note: For any wildlife references</p>

References:

Southwest Alaska Network. 2004. Specifications for report series numbering for the Inventory and Monitoring Program, Southwest Alaska Network. National Park Service. Anchorage, AK. 12 pg